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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Minutes |
| March | Thursday, August 25, 2022 |
| Time | 2:30-4:30p.m. |
| Location | Zoom |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Denise Schreiber | | |
| Team members | | | | | | | | | Present X  Absent O | |
| x | Brian Howe | | x | Kathy Kottas | x | Claudia Mather | | | x | Kurt Teal |
| x | Angie Maddy | |  |  |  |  | | |  |  |
| Guests | | | | | | | | | | |
| x | Matt Connell | |  |  |  |  | | |  |  |
| Topics/Notes | | | | | | | | | |  |
| Diversity, Equity & Inclusion   * Professional development/training in the Faculty Bootcamp, Quality Course Rubric, Instructional Excellence Academy and Course Binder * Insight for professional development seminars, webinars, etc. for our team as well as the instructional system.   Quality Course Review Rubric Pilot Update   * Matt is still experimenting with his courses and will move on to the pilot rubric usage   VidGrid Update   * Claudia and Matt will begin work on a timeline between VidGrid and YuJa * Gol live with both systems January 1, 2023 with training during the Spring 2023 semester and around May 20, 2023 cut VidGrid off and it will expire July 1, 2023 * Information Technology will pay for both systems for one year (VidGrid and YuJa)   HLC Site Visit – October 24-25, 2022  **Follow-up Topics**   * Evaluations/Appraisals   + Staff – Anniversary Month (Ongoing)   + Adjunct (summer 2022) – August 26 * Instructional Reviews   + Goal Reports (2020-2022 and 2021-2023) – September 1 * Strategic Plan   + FY 23 Strategic Planning     - 1st Round Awards – Coming Soon!     - Remaining Funds – Additional Priorities * ~~FR/FL/GVP/GB Course Collaboration~~ * Student Maximum Course Enrollment Guidelines   + New Form Edits   + Implementation Timeline – Spring 2023   + Lori’s Feedback   + Promoting Guidelines     - Website (Academic Advising, Registration), Student Handbook, Advisors, Catalog, Other * Systemwide General Education Program * Brian will work on some bullets of information and bring back to Dean’s Council   **Procedure Work**   * Procedure #2470 – Intellectual Property – sent to Faculty Council 7/11; Faculty Council Will Review in September * Procedure #2511 – Grade and Attendance – sent to Faculty Council 6/23; Faculty Council Will Review in September * Procedure #2520 – Academic Freedom – Sent to HR 8-24-22 * Faculty Employment Procedure (workload) – Sent to HR 8-24-22 * Faculty Council has minor changes to the Distinguished Instructor Procedure - forthcoming * Procedure #2502 – Academic Integrity Updates – addressing at September 7th meeting (including discussion on “On my honor as a Cougar…” * Procedure #2506 – Degree Revocation – this procedure was discontinued; degree revocation action will be added to procedure #2505 (see below) * Procedure #2505 Grade and Degree Revocation – Sent to Faculty Council 8/14; Faculty Council will review in September * Procedure #2503 – Academic Clemency – Sent to Faculty Council 8/14; Faculty Council will review in September   **New Topics**   * Policy #1515 – Arranged and Late Starting Classes – Discontinue * Procedure #2515 – Arranged and Late Starting Classes – Discontinue * Policy #1516 – Alternative Delivery Methods – Discontinue * Syllabus Situation * Help Desk – Transition to Student Services/Instruction (Level #1) | | | | | | | | | | Dean’s Council & Matt  Matt  Claudia & Matt |
| **Projects**   * Programming   + Dance Education   + Welding Expansion   + Nursing (PN) @ Pratt Community College   + CNH Top Technician Training   + Entrepreneurship Boot Camp   **Procedures**   * + Faculty Employment (New)   + ~~Finals (New)~~   + ~~2615 Student Problem Resolutio~~n   + ~~1105/2100 Inclement Weather~~   + ~~1500/2500 Academic Assessment & Placement~~   + ~~1150/2140 Camps/Leagues~~   + ~~1476/2466 Adjunct Faculty Compensation~~   + 1503/2503 Academic Clemency (expunge XF?)   + 1520/2520 Academic Freedom   + ~~1501/2501/2502 Academic Integrity~~   + 1516 Alternative Delivery Methods   + 1515/2515 Arranged and Late Starting Classes   + ~~1535/2535 Children in the Classroom~~   + ~~1504/2525 College to University Articulation Agreements~~   + ~~1530/2530 Course Attendance~~   + 1504/2525 Course/Program Development & Management   + 1502/2540 Credit Hour Allocation   + ~~1505/2506 Degree Revocation Discontinued 7/26/22~~   + 1517/2517 Directed Independent Study Enrollees   + 1510/2510 Examinations   + ~~1451/2465 Faculty Employment Qualifications~~   + ~~1465/2481 Faculty Evaluation Process~~   + 1511/2511 Grade & Attendance Reporting   + 1505/2505 Grade Revocation   + ~~1505/2506 Degree Revocation - Discontinued~~   + 1506/2507 Honorary Degree   + 1502/2540 Instructional Program   + 1463/2470 Intellectual Property   + 1510/2510 Proctored Examinations   + 1410/2426 Sabbatical Leave   + 1420/2435 Barton Distinguished Instructor Awards   + ~~Procedure #2615 Student Problem Resolution~~ | | | | | | | | | |  |
| **FY 23/Academic Year 2022-2023 Instructional Themes & Goals**  **Theme #1**  **Strengthen the relationship between instruction and the College (HLC Criterion 5.A, 5.C; Barton Core Priorities Optimize the Barton Experience and Emphasize Institutional Effectiveness)**   * Refine onboarding, orientation and professional development activities to promote employee development and retention * Identify and prepare to pilot an instructional employee mentoring program * Research and implement the College-wide Innovation Project   **Theme #2**  **Promote a system-wide collaborative teaching and learning environment (HLC Criterion 2.C, 3.A., 3.B, 3.C, 5.A; Barton Core Priority Drive Student Success)**   * Provide faculty training on teaching and learning strategies, including but not limited to: Diversity, Equity and Inclusion, course design/quality course rubric and course binder project * Provide resources and encourage opportunities for faculty collaboration   **Theme #3**  **Improve use of data to guide decision-making (HLC Criterion 4.A, 4.B, 4.C, 5.A, 5.C; Barton Core Priority Emphasize Institutional Effectiveness)**   * Collaborate with Institutional Research to improve the process of requesting and receiving data * Incorporate data research and information into innovation programs and services   **Theme #4**  **Prioritize student success strategies (HLC 4.C; Barton Core Priority Drive Student Success and Cultivate Community Engagement)**   * Support Student Success Alliance * Research and develop apprenticeship programs to support local employers   **Theme #5**  **Manage instructional programs and services (HLC Criterion 3.A, 3.B; Barton Core Priorities Drive Student Success and Cultivate Community Engagement)**   * Align Barton’s General Education Program with KBOR’s General Education initiative * Research, develop and implement programming, including but not limited to: non-credit, credential trades, customized training and alternate program locations * Prioritize community, business and industry partnerships | | | | | | | | | |  |
| **Action Items:** | | | | | | | | | |  |

**Next Meetings**

**September 7 – Dean’s Council (Accreditation)**

**September 15 - Dean’s Council**